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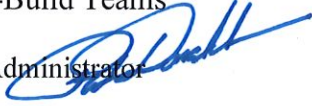
**State of Idaho**  
**Department of Administration**  
**Division of Public Works**


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[www.dpw.idaho.gov](http://www.dpw.idaho.gov)

**August 27, 2021**

**REQUEST FOR QUALIFICATIONS (RFQ)**

TO: Audio Visual Design-Build Teams

FROM: Pat Donaldson, DPW Administrator 

SUBJECT: DPW PROJECT NO. 22008  
ADM-CC: AV Upgrades Phase 1, Projector Replacement  
 Idaho State Capitol  
Boise, Idaho

RFQ submittal packages will be received at the Division of Public Works (DPW) office, located at 502 N. 4th Street, PO Box 83720 Boise, ID 83720-0072, by 3:00 p.m., Mountain Standard Time Zone, on **Thursday, September 16<sup>th</sup>, 2021 at 3:00 PM (Mountain)**, for furnishing audio-visual design build services to the State of Idaho.

Questions that arise as a result of this Request for Qualifications should be addressed to:

Lindsay Erb, DPW Project Manager  
Division of Public Works  
502 N. 4th St.  
PO Box 83720  
Boise ID 83720-0072  
(208) 407-8222 (cell)

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works web page at <https://dpw.idaho.gov/professional-services/>. It is recommended that responders to this RFQ check this page prior to making their submittal.

An informational meeting will be held on **September 9, 2021 at 1:30 pm** at to provide program clarification and answer questions. Interested parties should meet at the Idaho State Capitol Building located at 700 W. Jefferson Street, Boise, Idaho on the State Street entrance. Park in Visitor Parking located on the Capitol Mall.

This project will be funded by State Funds. The Division of Public Works (DPW) will administer the project according to the terms and conditions of the award, State laws and guidelines. The Design-Build team will receive general instructions through the State. A Project Manager from DPW will be assigned

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*"Providing responsive, cost effective, and timely support services to Idaho's policy makers, public agencies, and state agencies as they serve Idaho citizens."*

to serve as project manager and liaison between the Department of Administration, the Agency, and the Design-Build team. All site investigation shall be at no cost to the owner. For purposes of this project the Agency representatives are from the office of the Legislative Services Office (LSO).

## **DESCRIPTION OF PROJECT**

The Idaho State Capitol has gone through a master planning effort that has provided recommendations for equipment upgrades based on site investigations conducted in September of 2019 throughout the building. This project will be the first phase of the suggested upgrades and will include the replacement of approximately (40) projectors throughout the various Hearing rooms, and miscellaneous conference rooms. The projectors should integrate with existing cabling, mounts, and existing screens that will remain in their current location and size. Projectors will be connected to existing cabling via HDMI and should be configured for focus and to properly fill their respective screens. An evaluation of the quality of display should be completed after the rest of the project is completed to ensure that the existing cat5 cable is sufficient for quality display images

**This project has a fast-paced schedule that design-build teams will need to adhere to in order for Legislation to begin as schedule in January of 2022.**

## **REQUIRED SERVICES**

The State is requesting proposals for complete design-build services including design, removal of existing projectors, installation and connectivity of new projectors and associated infrastructure. A total project budget of approximately **\$350,000.00** has been established to include fees, reimbursables, contingencies, testing, and training. A relatively complete construction cost estimate will be required following the Design Phase.

The Design Build team shall have a current Public Works contractor license in the State of Idaho.

The Design Build team will be responsible for Pre-installation planning, design, and assessment of existing Chambers, hearing rooms, and miscellaneous conference room configurations for recommendation of projector upgrades in each space. The design phase will require LSO / DPW approval prior to final construction documents and updated cost estimates.

The Design Build team will be responsible for Installation of final selected AV equipment and infrastructure, final as built of installation, owner manuals, onsite training, and potentially ongoing maintenance support for LSO.

The Design Build team will be required to upload all documents to DPW's cloud-based project management system, Projectmates. Documents may include, but are not limited to meeting minutes, sketches, diagrams, programming analysis, photographs relevant to the project, drawings, project manual, schedules, cost estimates, close out documents, warranties, etc.

The Design Build team will be required to meet monthly with the Project Manager for the purpose of providing a verbal and /or written reports regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Design Build team shall keep in mind that during all phases, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design.

The Design Build team shall develop all necessary presentation materials for one (1) presentation to the Permanent Building Fund Advisory Council.

## QUALIFICATION STATEMENT CONTENT

A. **Basic Qualifications:** Provide basic data relative to the Design Build team's size, history, personnel, resources available, production capabilities and general information. Individual resumes, awards, associations, etc., may be included. Office brochures should be submitted separately as supplemental data (an electronic link to firm's website is acceptable).

The Division of Public Works reserves the right to investigate and confirm the candidate's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees and creditors. Unfavorable responses to these investigations are grounds for rejection of RFQ submittal.

B. **Specific Qualifications:** List the design professionals and consultants expected to accomplish the work. The design professionals and consultants should have an understanding of the local area and local demographics. Describe who will perform the various tasks, the amount of their involvement and responsibilities, their qualifications, and relevant special expertise. Provide a list of at least three (3) projects, with brief descriptions, which show the person's ability to complete projects of this scope.

C. **Approach to Project:** Include a statement of your approach to this specific project, including design philosophy, understanding of program, challenges and opportunities as well as alternative concepts and methods for consideration. Limit to two (2) pages.

D. **Special Requirements:** Provide information regarding special expertise with this type of project. Examples are: any special training and previous experience with this type of project.

E. **Examples of Work:** Renderings, photographs, drawings, and applicable documents may be submitted as examples of your work. For Design-Build teams who have done work for the Division of Public Works in the past seven years, a reference to the project or projects will be sufficient in lieu of examples.

F. **Past Performance:** Submit recent reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments may be obtained from Division of Public Works and Agency staff.

G. **Format:** To assist evaluation it is desirable to format the submittal similar to the headings listed above. The submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the people who will perform the project and the approach to the project.

## SUBMITTAL

Submit one (1) hard copy of the submittal; include one (1) thumb drive containing a PDF of the submittal attached to the hard copy. In your RFQ cover letter, include the email address of the primary contact person; **failure to provide this information may result in the proposal being nonresponsive.**

## EVALUATION, INITIAL RANKING

A selection committee consisting of two (2) persons from DPW, two (2) persons from LSO, and an independent Design Professional will rank the submittals. At least three (3), but not more than five (5), firms may be selected for presentation-interviews. The initial ranking criteria will be weighted according to the following:

	Criteria	Maximum Possible Points
A	Basic Qualifications	10
B	Specific Qualifications	20
C	Approach to Project	20
D	Special Requirements	15
E	Examples of Work	10
F	Past Performance	20
G	Format	5
		100

## EVALUATION, FINAL RANKING, INTERVIEW PROCESS

The Design Build teams invited for a presentation-interview will receive a final score based on the selection committee's final ranking of the criteria noted below. It is anticipated that the Design Professionals will be presenting in person at DPW's office located at 502 N. 4<sup>th</sup> Street, Boise, Idaho. Each presentation-interview will be a maximum of one hour: 25-30 minutes to recapitulate qualifications A-F and demonstrate via verbal and virtual communication the ability to complete the design services through the schematic design phase; 15-20 minutes for the selection committee to ask questions; and 5-10 minutes for the Design Build team to ask the committee questions and provide their closing comments.

Criteria	Maximum Possible Points
Virtual and Verbal Demonstration of Qualifications	40
Special Requirements	20
Q & A	20
Communication Skills	20
	100

### **PROPOSED DATES:**

Informational Walk-thru Meeting	September 9, 2021
Receive RFQ Submittals	September 16, 2021
Oral Interviews	October 5, 2021
PBFAC Selection Approval	October 6, 2021
Negotiate Contract	October 2021
Final Installation of Projectors	December 2022*

**\*Installation and testing should be completed by the 2022 Legislature session which is anticipated to begin on January 10<sup>th</sup>, 2022**

### **SELECTION**

The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting. Upon selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of an Agreement.

The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement including the State's standard terms, including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance coverage, except in special circumstances. An example of the State of Idaho's Design Build Agreement can be found on the DPW website <https://dpw.idaho.gov/docs-forms-guides>.

The State reserves the right to reject any or all proposals received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of submittals resulting from this request and subsequent interviews and the associated ranking criteria noted above.

**End 22008 RFQ**